



Community Planning and Development Services  
Inspection Services Division  
240-314-8240 / 240-314-8265 (Fax)  
www.rockvillemd.gov/isd

SINGLE FAMILY/TOWNHOUSE  
BUILDING PERMIT APPLICATIONS  
MUST BE ACCOMPANIED BY ALL  
REQUIRED TRADE PERMIT  
APPLICATIONS. PERMITS NOT PICKED  
UP WITHIN SIXTY (60) DAYS FROM  
DATE OF APPROVAL MAY BE VOIDED  
AND PLANS DISCARDED.

### OFFICE USE ONLY

Application date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
SFD20 \_\_\_\_ - \_\_\_\_

☐ Single Family Detached  
☐ Townhouse ☐ Duplex

## Single Family/Townhouse Building Permit Application

PROPERTY ADDRESS (REQ)	NUMBER, STREET & ZIP CODE		SUBDIVISION NAME
	NAME	MAILING ADDRESS: NUMBER, STREET, CITY, STATE & ZIP CODE	CONTACT
APPLICANT (REQ)	COMPANY		PHONE
	LAST FIRST		EMAIL
PROPERTY OWNER (REQ)			PHONE
	LAST FIRST		EMAIL
GENERAL CONTRACTOR (REQ)	COMPANY		PHONE
	LAST FIRST	MD State MHIC License # Exp. Date	EMAIL
ARCHITECT	COMPANY		PHONE
	LAST FIRST	MD State Reg. # Exp. Date	EMAIL
MECHANICAL CONTRACTOR	COMPANY		PHONE
	LAST FIRST	License. # Exp. Date	EMAIL
ELECTRICAL CONTRACTOR	COMPANY		PHONE
	LAST FIRST	License. # Exp. Date	EMAIL
PLUMBING CONTRACTOR	COMPANY		PHONE
	LAST FIRST	License. # Exp. Date	EMAIL

PROVIDE INFORMATION REQUESTED. INCOMPLETE APPLICATIONS CANNOT BE PROCESSED

### BUILDING

Estimated cost of construction  
\$ \_\_\_\_\_  
Basement: ☐ Partial ☐ Finished  
Design type (describe options):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Square footage

Deck \_\_\_\_\_ ft Porch \_\_\_\_\_ ft  
1<sup>st</sup> floor \_\_\_\_\_ ft 2<sup>nd</sup> floor \_\_\_\_\_ ft  
3<sup>rd</sup> floor \_\_\_\_\_ ft Loft \_\_\_\_\_ ft  
Garage \_\_\_\_\_ ft Roof \_\_\_\_\_ ft  
Basement \_\_\_\_\_ ft  
Total square footage \_\_\_\_\_ ft  
Detached garage/out bld \_\_\_\_\_ ft  
Building Height \_\_\_\_\_ ft

### PLUMBING (leave blank if serviced by WSSC)

Fixtures # \_\_\_\_\_  
(sinks, showers, tubs, drains, water heater,  
dishwater, icemaker, Insta-hot, hose bib,  
water softener, toilets, laundry tray, etc.)  
Meter size \_\_\_\_\_ inches  
Water line size \_\_\_\_\_ inches

### Setbacks from property line to closest portion of the structure:

Front \_\_\_\_\_ ft  
Rear \_\_\_\_\_ ft  
Side street \_\_\_\_\_ ft  
Min. side yard \_\_\_\_\_ ft  
Total side yard \_\_\_\_\_ ft

### Off-street parking

# of enclosed spaces \_\_\_\_\_  
# in driveway \_\_\_\_\_

### ELECTRICAL

Outlets (switches, receptacles) # \_\_\_\_\_  
Fixtures, lights # \_\_\_\_\_  
Appliances # \_\_\_\_\_  
(range, trash compactor, dryer, water heater,  
icemaker, dishwasher, sump pump, disposal, etc.)  
Heating/cooling units # \_\_\_\_\_  
(A/C, chillers, baseboard heating, heat pump, etc.)  
CO/smoke alarms # \_\_\_\_\_  
Service \_\_\_\_\_ amps  
Motors # \_\_\_\_\_

### MECHANICAL

Principal fuel type ☐ Natural Gas ☐ Propane  
☐ Electrical ☐ Geothermal  
☐ Fuel oil \_\_\_\_\_ gal  
Heating \_\_\_\_\_ @ \_\_\_\_\_ BTUS  
Cooling \_\_\_\_\_ @ \_\_\_\_\_ BTUS  
Ducts, registers, diffusers # \_\_\_\_\_  
Wood stoves, prefab fireplaces # \_\_\_\_\_  
Other mechanical units # \_\_\_\_\_

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction shall conform to the regulations in the Rockville City Code, and all other codes and regulations or private building restrictions, if any, which may be imposed on the above property by deed. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I have read and understand the "Permit Conditions" listed on the back of this page.

ORIGINAL SIGNATURE REQUIRED

Applicants Name (please print)

Signature of Applicant

Title

Date

Revised 06/26/12

ALL FEES ARE NON-REFUNDABLE

## PERMIT CONDITIONS

- 1. APPROVED PLANS, WITH COMMENTS, MUST BE RETAINED ON THE JOB UNTIL THE FINAL INSPECTION HAS BEEN MADE. NO BUILDING OR SPACE SHALL BE OCCUPIED UNTIL ALL REQUIRED FINAL AND OCCUPANCY INSPECTIONS HAVE BEEN MADE WHERE APPLICABLE. NO INSPECTION WILL BE MADE WITHOUT THE APPROVED PLANS ON THE JOB SITE.**
2. This permit conveys no right to occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently. The City must approve encroachments on public property not specifically permitted under the building code. Street or alley grades as well as depth and location of public sewers may be obtained from the Department of Public Works. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restrictions.
3. The City of Rockville reserves the right to reject any work which has been concealed or completed without first having been inspected and approved for compliance to various codes by the Inspection Services Division.
4. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. This revision approval must be obtained prior to the proposed changes being made in the field.
5. Permits become invalid if construction work is not started within six months from date the permit is issued. If work does not continue to progress, the permit will become invalid six months after the last inspection approval is made.
6. All items noted on the job inspection record must be approved and signed by the appropriate agencies and the City. It will be the owner and/or contractor's responsibility to see that the various inspections are called for and approved.
7. Approval of these plans and/or specifications by the Inspection Services Division SHALL NOT necessarily mean that these plans or specifications, are in full compliance with the City of Rockville Building Code, Fire Code, and other Laws or Ordinances.
8. The ARCHITECT/DESIGNER or ENGINEER certifying these plans is charged with responsibility for the compliance of the plans with the Building Code, Fire Code, and other Laws and Ordinances. Issuance of a permit does not constitute a waiver or variance from any law or ordinance governing this construction.
9. The issuance of a permit shall not prevent the Inspector from thereafter requiring a correction of error or violation in plans or construction. The architect or engineer shall file a verified report at completion of construction that the structure has been erected in accordance with the approved plans and all applicable ordinances. All reports shall bear the seal signed by the Architect/Engineer. (No photocopy).
10. Approval of application and issuance of a permit does not supersede any required approvals by an architectural review committee for residential properties with restrictive covenants.
11. The applicant, owner, and/or operator of the property address under this permit, hereby consents to all necessary inspections made by the City of Rockville to enforce all existing codes, ordinances, and/or regulations of the City of Rockville.
12. This permit does not relieve the owners, or any person in possession or control of the building, from obtaining such other permits or licenses as may be prescribed by law for the uses or purposes for which the building is designed or intended; nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition.

Any individuals with disabilities who would like to receive the information in this publication in another form may contact the ADA Coordinator at 240-314-8106; TDD 240-314-8137.

Cualquier persona incapacitada que desea recibir la información de esta publicación en alguna otra forma puede comunicarse con el coordinador de ADA en el teléfono 240-314-8106; TDD 240-314-8137.

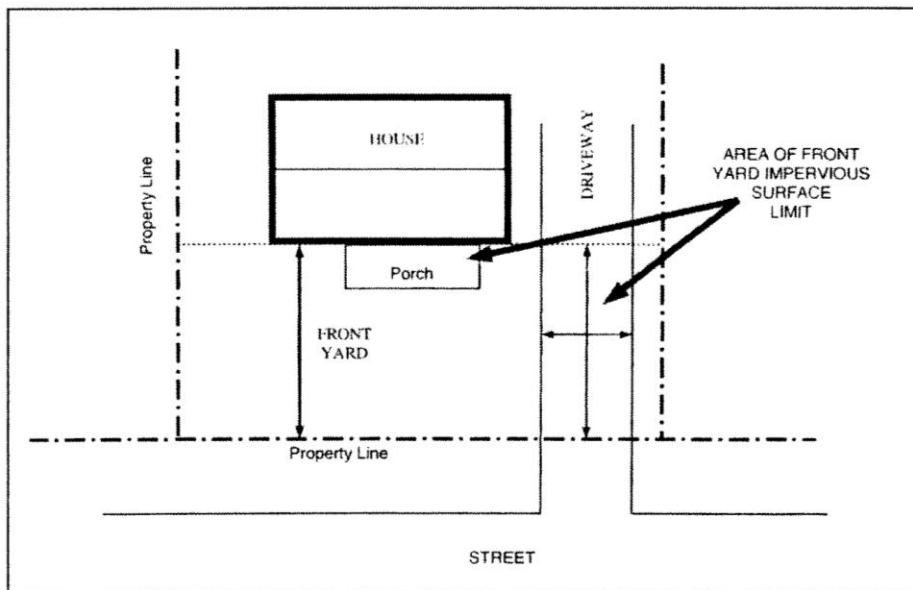
## ADDITIONAL GUIDELINES FOR RESIDENTIAL DEVELOPMENT

### Impervious Surface Limit in Front Yards

The Zoning Ordinance imposes a limit on the amount of impervious surface that is allowed in the front yard of a single-family house. The percentage of impervious area allowed is dependent on the zone the property is located in. These limits are as follows:

R-40	-	45%	R-150	-	25%
R-60	-	40%	R-200	-	20%
R-75	-	35%	R-400	-	10%
R-90	-	30%			

The front yard is that portion of the lot between the front wall of the house and the front property line, and between the two side lot lines. The impervious surface limit is that percentage of the front yard occupied by impervious area. This normally would include driveways and front porches. See the diagram below.



As an example, a lot in an R-60 zone might have a front yard that measures 25 feet deep and 60 feet wide. It has a driveway 10 feet wide, and a front porch that measures 5 x 10 feet. The calculation is as follows:

$$\begin{aligned} 25 \times 60 &= 1,500 \text{ square feet (area of front yard)} \\ 10 \times 25 &= 250 \text{ square feet (area of driveway in front yard)} \\ 5 \times 10 &= 50 \text{ square feet (area of front porch extending into front yard)} \\ \\ 250 + 50 &= 300 \text{ square feet of impervious area (Driveway and Porch)} \\ \\ 300 / 1,500 &= 20\% \text{ total impervious area} \end{aligned}$$